

First Street Community Center (FSCC) Uptown Theatre Rental Policy

First Street Building, 221 First St. NE, Mount Vernon, Iowa

Scheduling

All groups or individuals must schedule events, including rehearsals, in the Uptown Theatre with the FSCC Manager, Kelly May or FSCC Owner, Trude Elliott. Space is scheduled according to availability and approval of FSCC Manager and FSCC Owners. Send requests by email: elliottsuptownfitness@gmail.com or call 319.895.8060. For emergencies contact Rick Elliott at 319.533.0622 or Trude Elliott at 319.558.9202.

Rental Fee

A rental fee of \$1,000 (which is negotiable) is charged for all groups to use the Uptown Theatre for a period of six (6) hours. Rental fees may be waived for certain fundraisers, school groups, or individuals at the discretion of the owners of FSCC. This fee includes the use of the upstairs library as a green room before and during the performance.

The FSCC will provide lighting and sound set up and operation during the performance. The fee is \$150.00 for sound and lights technical assistance. If the groups or individuals set up their own sound and lights there will be no charge for technical assistance.

Renters, groups or individuals who want to prepare and use the Uptown Theatre more than six (6) hours before the scheduled event are required to pay an additional \$50.00 above Rental fee or technical assistance.

The Uptown Theatre will be locked and the renter will be given a key to the Theatre, however, the owners of the FSCC assume no responsibility for items left overnight. Items of value, when not in use, should be stored off site.

Policies for Use

A key may be signed out to an individual representing himself/herself or a group. The Uptown Theatre will be locked except when in use by the group renting the Theatre. The key will be returned to the FSCC Manager the day after the event.

No food or drink (except water) is allowed in the theatre space. Special Uptown Theatre drink cups may be purchased and then Uptown Theatre patrons are allowed to drink the beverage of their choice in the Theatre. Popcorn may be eaten in the Uptown Theatre with the permission of FSCC owners, Rick and Trude Elliott. People may bring their own beverage such as beer or wine but drink it from the Uptown Theatre drink cups.

Smoking is not allowed anywhere on the building premises, including the parking lot.

Personnel and/or technical assistance may be provided. Technical assistance may be arranged with the FSCC owners for a fee of \$150.00. Renters may use the space and the equipment in the Uptown Theatre. Any extra equipment, properties, etc. that are brought in **must be removed** at the end of the run.

The space must be returned to its original condition. Vacuuming, sweeping, and basic cleaning of the Theatre and stage will be completed by the owners of FSCC. The Theatre renters must remove their performance set. Any damage to the Theatre must be reported to the FSCC Manager. **No part of the space may be permanently altered**—i.e., no nails or screws may be used on walls or floors. Report any **safety concerns or incidents** to the FSCC owners or manager (see contact information below).

This is a community space. The property of other groups using the facility is off limits to those who rent the Uptown Theatre. The FSCC owners and manager are not responsible for any personal or group property left in the theatre space. **All other parts of the FSCC are not available to the renters unless permitted by FSCC owners.**

November 9, 2018